January 26, 2001

HUMAN RESOURCES MEMORANDUM 01-02

TO: Administration
Information & Technology Exchange Center
Divisions/Centers

SUBJECT: Performance Evaluations/Position Descriptions

In accordance with Texas A&M University System Regulation 33.99.03, the performance of each staff member must be evaluated annually. The purpose of employee performance evaluations is to inform employees of the quality of their work, to identify those areas needing improvement, to set specific objectives for employees, and to provide employees with an opportunity to discuss their career goals and the support they need to meet those goals. Performance evaluations also assist department heads and managers in evaluating their work force, identifying employee potential, and establishing priorities for training, education and reward. Additionally budget guidelines require that each request for a merit increase or promotion be based on a performance review conducted within the six months prior to the request.

As part of the performance evaluation process, the supervisor and employee are required to review the current Position Description or equivalent document that includes a list of essential functions and physical requirements of the position as well as justification for the FLSA status. The employee and supervisor should make and discuss updates as needed, and both should initial and date the Position Description (whether revised or not).

Employee Performance Evaluation forms have been developed for your use in appraising exempt (classified positions) and non-exempt (non-classified positions) staff. These forms and the Position Description form can be found at [http://ttinet.tamu.edu/human_resources/forms/](http://ttinet.tamu.edu/human_resources/forms/) The form names are Performance Evaluation Form - Professional/Administrative #4010 and Performance Evaluation Form - Support #4011, and Position Description Form #4002. The Management Evaluation section of the professional form should not be completed for employees who do not have management responsibilities. If you are unable to retrieve the forms from TTI’s intranet site please contact the TTI Human Resources Office and we can send you as many copies as needed.
The importance of an accurate, thorough evaluation cannot be overemphasized. The inclination by some supervisors to conduct a cursory evaluation can lead to future problems for those supervisors. Please make every effort to ensure that a constructive evaluation is conducted for each individual.

The budget process requires that a current satisfactory evaluation be on file for any employee recommended for a promotion, merit increase, or equity adjustment during the annual budget process. Current is defined as completed during the past 6 months. To comply with this requirement, we need to begin the evaluation process now. Although the beginning date for the budget process for FY 2002 has not been set, we want to be prepared to begin the process as soon as we receive the guidelines from the TAMU System Office.

Please ensure that all budgeted non-student employees under your purview who have been employed for a period of at least four months receive a performance evaluation. If an employee has been employed for less than four months a written evaluation should be completed during their fourth month of employment. The Probationary Progress Review form #4018 is located at [http://ttinet.tamu.edu/human_resources/forms/](http://ttinet.tamu.edu/human_resources/forms/). A performance evaluation will not have to be submitted for any employee who has been evaluated during the last six months.

When the forms are completed for each employee, signatures should be secured from the appropriate parties (employee, immediate supervisor and administrative manager). The signed and dated Performance Evaluation (original) and Position Description (original or revised) should be forwarded to the TTI Human Resources office, CE/TTI Building, Room 101 for inclusion in the employee’s personal file. A copy of the completed Performance Evaluation and the Position Description should be given to the employee.

The deadline for submitting these forms to the TTI Human Resources Office is March 30, 2001. Please make sure that all supervisors within your division/center or administrative area are aware of this policy. If you have any questions, please contact me at 845-9857. Your cooperation is appreciated.

Gregory Richmond
Human Resources Officer